

Access Specialist

Job Summary: The Access Specialist provides technical assistance to the community to facilitate achievement of compliance with the Americans with Disabilities Act regulations, Fair Housing Act, Sect. 504 of the Rehabilitation Act and other disability laws. Performs access surveying of public and private structures, public programs and services and recommends needed modifications. Acts as contractor for home-modification program.

Essential Functions

- Have comprehensive understanding of disability laws.
- Convey clearly and concisely information contained in disability laws to individuals and the public at large.
- Advocate for the collective needs of people with disabilities; monitor activities in the community for potential discrimination; write letters, make calls or deliver testimony concerning proposed legislation that affects people with disabilities.
- Assist consumers in filing discrimination complaints.
- Serve as technical advisory and consumer advocate for affordable, accessible housing.
- Survey facilities (public and private) for compliance with various applicable disability laws.
- Prepare and submit complete written report of survey findings and recommendations to facility owners/managers.
- Make recommendations to employers for site and job modifications to accommodate workers with disabilities.
- Document services provided according to policies and procedures; maintain clear, concise records in Consumer Service Record; record completed requests for Information and/or Referral; keep accurate records of community contacts; file monthly activity reports.
- Make presentations / provide training workshops to community groups in the eight-county service area.
- Make home visits to consumers who are unable to come to the office. May require travel in eight-county area. Reliable transportation needed.
- Travel to conferences or workshops, both in and out of state.
- Work occasional evenings or weekend days for special activities.
- Train and supervise volunteers working in Access.
- Perform as a team member with other SCIL staff.
- Attend regular staff meetings and training opportunities
- Understand and adhere to the Independent Living Philosophy.
- Perform other duties as may be deemed necessary and appropriate by the Executive Director.

Education / Experience

- Bachelor's degree in social work, psychology, or other field related to independent living*
- Experience with law, construction, social services highly preferred

- Mediation training preferred
- Knowledge of disability laws preferred
- Personal experience with disability

**May be waived for appropriate experience*

Skills / Job Knowledge

- Excellent organizational skills
- Excellent communication skills
- Ability to handle a number of job demands at once
- Ability to set priorities and meet deadlines
- Ability to work independently
- Effective problem-solving and decision-making skills
- Ability to interact pleasantly, constructively and cooperatively with SCIL staff, consumers and the public
- Flexibility in dealing with job functions and schedules
- Effective presentation skills
- Mastery of computer programs, including Microsoft Word and networking applications.
- Ability to advocate effectively in a number of business/government situations

Responsibilities

- Coordinate and deliver services as determined by consumer contact
- Work with builders, carpenters to construct home modifications such as ramps, widening of doorways, hanging of grab bars in private homes
- Provide technical consultation to businesses, government entities on compliance with disability laws
- Handle frequent telephone contact
- Perform research and reference activities
- Serve on community task forces, committees, councils

Supervision

- Supervised by the Executive Director